

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
COOK

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees

Location: Connecticut Valley Hospital Dietary ~ Administrative Support Services Division ~ Battell Kitchen
Middletown, CT

Job Posting No: CV-104834

Hours: Monday, Wednesday & Saturday: 5:00 a.m. to 6:00 p.m. (3 days) **OR**
Tuesday – Saturday: 5:00 a.m. to 1:00 p.m. (5 days)

Salary: \$36,542 Annually

Closing Date: May 15, 2013

Duties may include but not limited to: The Cook would be responsible for Preparing and cooking a wide variety of foods. Responsible for grill cooking, baking, food preparation, and daily food preparation. Must be able to operate various kitchen equipment such as griddle, stove, oven, fryer, slicer, food processor, mixing machines, choppers and related equipment. Will be responsible for cleaning kitchen areas and equipment. Put away stock and assist in ordering food. May assist in the training of client workers on how to work in a food service establishment.

Eligibility Requirement: State employees who possess the general and special experience and training, currently hold the above title or those who have previously attained permanent status in the above title may apply.

General Experience and Training: Two (2) years' experience in the preparation of food on a quantity basis.

Physical Requirement: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. Candidates must be free from communicable diseases. A physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to risk of injury from equipment and from patients/clients.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Cook applying to a Cook posting) must submit a completed State of Connecticut Application for Examination and Employment (CT-HR-12) Applications received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Deb Robinson, Human Resource Associate
Connecticut Valley Hospital
P. O. Box 351, Middletown, CT 06457
Fax : (860) 262-5055 Phone : (860) 262-5819
Email : Deborah.A.Robinson@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. NP-2